

## GUIDELINES: CONDITIONAL USE PERMIT

### SITE AND BUILDING PLAN REQUIREMENTS

PLEASE READ AND FOLLOW THESE GUIDELINES CAREFULLY

**PLEASE PROVIDE ALL INFORMATION REQUESTED. This list will be used by the Community Development Department in determining the completeness of your application.** Conditional Use Permit applications, which do not provide all the necessary data, may be considered incomplete and may be returned for revisions. If there are any questions regarding the application and the stated requirements, please call 636-4360.

#### **REQUIRED INFORMATION FOR BUILDING ELEVATIONS AND FLOOR PLANS**

- \_\_\_ 1. All building plans must be prepared, designed and signed by a design professional per California Business and Professions Code or other applicable state law with the following exceptions:
  - a. Single-family dwellings of wood frame construction not more than two stories and basement in height.
  - b. Multiple dwellings containing no more than four dwelling units of wood frame construction and basement in height. However, this requirement shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot.
  - c. Garages or other structures appurtenant to buildings of wood frame construction not more than two stories and basement in height.
  - d. Agricultural and ranch buildings of wood frame construction, unless the building official having jurisdiction deems that undo risk to the public health or welfare is involved.
- \_\_\_ 2. All building exterior wall elevations (labeled North, South, East, West).
- \_\_\_ 3. Site elevations from each street frontage or street right-of-way.
- \_\_\_ 4. Per the Uniform Building Code, include on the plans, occupancy classification, type of construction, allowable area calculations (i.e. Basic allowable yard increase or sprinkler increase and actual vs. allowable building area. (Please confer with the Building Division at (831) 636-4355 for more information).
- \_\_\_ 5. Indicate on the plans the exterior materials to be used such as wood siding, stucco, brick, slump stone or other materials.

- \_\_\_ 6. Trim materials and size.
- \_\_\_ 7. Proposed colors for all exterior walls, trim, roof, and other elements. You may include a color            rendering or color board.
- \_\_\_ 8. Roofing materials.
- \_\_\_ 9. Floor plans of the proposed building.
- \_\_\_ 10. Elevations of any proposed parking structures such as carports.

### **REQUIRED INFORMATION FOR SITE PLANS**

- \_\_\_ 1. Lot size (square feet or acres).
- \_\_\_ 2. Per cent lot coverage and floor area ratio.
- \_\_\_ 3. Location and dimension of all structures on site.
- \_\_\_ 4. All required setback distances.
- \_\_\_ 5. Location and dimensions of all walkways and driveways including materials:
  - \_\_\_ 2" asphalt on 6" aggregate base (minimum)
  - \_\_\_ 4" Portland concrete cement on 4" sand or 4" aggregate base (minimum).
- \_\_\_ 6. Scale, Date, North Arrow, Vicinity Map (1"= 2,000') indicating the location of the property
- \_\_\_ 7. All sheets drawn on paper 24" X 36" and folded to approximately 10" X 12"
- \_\_\_ 8. Footprint of all adjacent structures within 100 feet of subject property

### **Streets and Alleys**

- \_\_\_ 1. Location, name, centerline, and right-of-way width for all existing and proposed streets and alleys.
- \_\_\_ 2. Typical section for all proposed street improvements
- \_\_\_ 3. Approximate existing and proposed street grades
- \_\_\_ 4. Spot elevations at intersections and key points
- \_\_\_ 5. Widths offered for dedication

\_\_\_ 6. Location and dimensions of all existing and proposed easements

**Utility Service**

\_\_\_ 1. Location and approximate size of all existing and proposed utilities in the public right-of-way and how they will serve the site, including:

- |   |                         |
|---|-------------------------|
| ___ Sanitary Sewer ( <b>Important: Indicate approximate pipe slopes</b> ) |                         |
| ___ Storm Drains ( <b>Important: Indicate approximate pipe slopes</b> )   |                         |
| ___ Water Lines   | ___ Manholes            |
| ___ Electricity   | ___ Water Valves        |
| ___ Cable TV  | ___ Fire Hydrants       |
| ___ Telephone   | ___ Drainage Structures |
| ___ Natural Gas   | ___ Street Lights       |

\_\_\_ 2. A preliminary grading and drainage plan which includes the following:

- \_\_\_ A complete schematic of the proposed drainage system including spot elevations in the parking areas, which demonstrate proper conveyance of storm water runoff to catch basin or other fixtures.
- \_\_\_ Spot elevation, which demonstrates proper conveyance of storm, drains (NOTE: Surface runoff over public sidewalks is prohibited).
  - \_\_\_ Location and elevation of all in-lot catch basins.
  - \_\_\_ All downspout locations.
  - \_\_\_ Proposed roof-peak line and slope.
  - \_\_\_ Finish floor elevation(s).
  - \_\_\_ Building pad elevation(s).

**Parking**

\_\_\_ 1. Illustrate on the site plan, location and total number of all required parking stalls as follows:

- \_\_\_ a. Minimum stall dimensions:
  - \_\_\_ Residential 10' X 20'.
  - \_\_\_ Commercial/Industrial 9' X 20'.
  - \_\_\_ Compact 8' X 16" (Commercial/Industrial Only)
  - \_\_\_ Handicap 14' X 20' (Required for most projects)
- \_\_\_ b. Aisle width

Parking Angle (degrees)	Aisle Width
___ 90	26'
___ 60	20'
___ 45	17'

- \_\_\_ c. All parking areas adjacent to landscaping shall be bordered with 6-inch square PCC curbing.
- \_\_\_ d. Wheel stops where necessary to protect landscaping and/or pedestrian access.
- \_\_\_ e. Paving for all parking areas.
  - \_\_\_ 2" ACC on 6" aggregate base (minimum)
  - \_\_\_ 4" PCC on 4" sand or 4" aggregate base (minimum)
- \_\_\_ f. If greater than 10 spaces, not less than 5% of the gross parking area shall be devoted to interior landscaping.
- \_\_\_ g. All exterior lighting not located on the building including fixture type and location.
- \_\_\_ h. For multi-family residential projects, at least half of all required spaces shall be covered.
- \_\_\_ i. Handicap Access
  - \_\_\_ Ramps
  - \_\_\_ Walkways

**NOTE:** State Law requires that all new apartment units or units in town homes or condominiums consisting of five or more dwellings must meet accessibility/adaptability standards for the handicapped. If your project falls into this category or you are contemplating a project consisting of 5 or more apartment units, consult the Building Division at 636-4355

### **Information Required on Additional Plan Sheets**

#### **Landscaping**

- \_\_\_ 1. Depict all existing and proposed landscaping  
(NOTE: Landscaping shall be depicted for entire site).
- \_\_\_ 2. Type of vegetation to be used, including genus, species and common name.
- \_\_\_ 3. Size of all trees and shrubs.
- \_\_\_ 4. Refuse areas.
  - \_\_\_ Clear access
  - \_\_\_ Architectural enclosure, including size and type of materials to be used

- \_\_\_ 5. Location, size and materials for all existing and proposed fences.
- \_\_\_ 6. Automatic underground irrigation system for all landscaped areas, including breaker valve type and size and sprinkler locations with approximate coverage.

**OTHER REQUIREMENTS**

- \_\_\_ 1. Include with the application a Preliminary Title Report
- \_\_\_ 2. Is this project within a **Flood Zone** as depicted on the 1991 Flood Insurance Rate Map on file with the City Community Department?
- \_\_\_ 3. If the project lies within the **Earthquake Fault Zone** as depicted on maps on file in the Community Development Department, as seismic/Geologic investigation will be required pursuant to the Alquist-Priolo Earthquake Fault Zone act.
- \_\_\_ 4. Is this project located in the industrial district surrounding the airport? If so, soils investigation may be required. Contact the Community Development Department for further details.
- \_\_\_ 5. Is this site within an area identified as having infrastructure constraints such a sanitary sewer and/or storm drainage as depicted on maps available in the Community Development Department?

**The following section is to be completed for all Commercial or Industrial Projects**

- \_\_\_ 1. Projected number of employees and company vehicles
- \_\_\_ 2. Retail sales area
- \_\_\_ 3. Location of all materials storage areas including the architectural barrier, size, and materials
- \_\_\_ 4. A complete description of the type of Commercial/Industrial operation to be employed at the site, including **ALL** materials to be used and/or stored on-site as well as description of any operations which may involve the use of hazardous materials and/or the generation of air contaminants. Contact the Community Development Department for details.

**COMMENTS:** \_\_\_\_\_  
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